BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, January 15, 2015
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Buffalo & Erie County Public Library
Joseph B. Rounds Conference Room
1 Lafayette Square, Buffalo, NY 14203

A.	Call of the roll	
B.	Approval / Changes to the Agenda	
C.	Minutes of the Meeting of December 18, 2014	**ACTION**
D.	Report of the Nominating Committee	**INFORMATION**
	1. Election of Officers and Executive Committee	**ACTION**
E.	Meeting Schedule for 2015 (to be distributed at meeting)	**INFORMATION**
F.	Report of the Chair	**INFORMATION**
G.	Committee Reports	
	1. Executive Committee	
	2. Budget and Finance Committee	
	a. Res. 2015-1 — Unanticipated Expenditure Assistance - Amherst Public Library 2014	**ACTION**
	b. Res. 2015-2 — Budget Transfers - Implementing Board Approved Labor Settlements	**ACTION**
	c. Monthly Financial Report (to be distributed at meeting)	**INFORMATION**
H.	Report of the Director (website link sent via e-mail if on file)	**INFORMATION**
I.	The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report	
J.	Public Comment	
K.	Unfinished Business	
L.	New Business	
	1. Res. 2015-3 — Amend 403(b) Plan Document	**ACTION**
M.	Adjournment	

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 18, 2014

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, December 18, 2014, at the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Theodore K. Johnson, Vice Chair
Kathleen Berens Bucki, Secretary
Wayne D. Wisbaum, Treasurer
Michael Amodeo
Sheldon M. Berlow
Katie Burd
Frank Gist
Teresa Glanowski
Phyllis A. Horton
Frank Housh
Sharon M. Kelly
Elaine M. Panty
Rhonda Ricks
Sharon A. Thomas

Chair Jack Connors called the meeting to order at 4:03 p.m. in the Second Floor West Meeting Room. A quorum was present. Trustee Berens Bucki participated in the meeting by means of Skype; this was identified as such in the notice of the meeting to comply with the Bylaws of the B&ECPL Article II, Section 6, allowing her to be counted for quorum and voting.

Agenda Item B – Approval/Changes to the Agenda. Mr. Connors announced Executive Session would take place during New Business, prior to Item K.2., to discuss a tentative proposed labor agreement.

Agenda Item C – Minutes of the Meeting of October 16, 2014 – On motion by Trustee Panty and seconded by Trustee Glanowski, the Minutes were approved as submitted.

Trustee Berlow arrived at approximately 4:06 p.m.

Agenda Item D – Report of the Chair. Chair Connors announced the 2015 January Board meeting will take place on the third Thursday of January, (as has been the norm) January 15, 2015 at 4 p.m. in the Central Library. A survey will be sent out to trustees asking for their input for future Board meeting dates and times that are convenient, majority ruling, and the 2015 Meeting Schedule will be put out at the January 2015 Board meeting. He reminded trustees, Committee meeting dates/times are set by Committee Chairs.

Agenda Item D.1 – Election of Nominating Committee. Chair Connors informed trustees the Bylaws stipulate, "A Nominating Committee shall be selected at the December meeting in each year. It shall consist of five members, two of whom shall be appointed by the Chairman from the Board of Trustees, and three of whom shall be elected by the Board of Trustees from its members. The Chairman of the Board of Trustees shall appoint the Chairman of this Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nomination for Chairman, Vice Chairman, Secretary, Treasurer and three members of the Executive Committee." Chair Connors selected Elaine Panty to head the Committee and Sharon Kelly as his second appointee. Trustee Panty nominated Michael Amodeo, which was moved by Trustee Horton, seconded by Trustee Thomas. Mr. Johnson nominated Sheldon Berlow, which was moved by Ms. Burd, seconded by Ms. Kelly. Trustee Kelly nominated Trustee Ricks, which was moved by Ms. Thomas and seconded by Mr. Gist. Trustee Housh nominated Teresa Glanowski however, with Trustee Glanowski's consent, withdrew this nomination as three trustees had already agreed to serve on the Committee. There being no further discussion, the aforementioned individuals were approved as the Nominating Committee. Ms. Panty asked the individuals on the Committee to see her after the meeting to schedule a date to meet.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Trustee Johnson summarized the Special Executive Committee meetings of October 30, 2014 and December 2, 2014 and the Regular Executive Committee meetings of November 13, 2014 and December 11, 2014. The following written reports were asked to be entered into the Minutes:

Executive Committee Special Meeting Report
October 30, 2014

Present: Executive Committee Chair Jack Connors; Committee members Ted Johnson, Sheldon Berlow and Elaine Panty; Trustees Phyllis Horton and Wayne Wisbaum; along with Library Administration - Director Mary Jean Jakubowski, CFO Kenneth Stone, COO Carol Batt and ADD - Human Resources Officer Jeannine Doyle. Library Counsel Patrick Martin and Dennis Schaeffer of Jaeckle Fleischmann & Mugel, LLP were also in attendance.

The meeting began at 4:32 p.m. in the Joseph B. Rounds Conference Room.

Chair Connors explained the purpose of the special meeting was to discuss possible litigation pursuant to requests for information by members of the Erie County Legislature. At 4:33 p.m. Chair Connors entertained a motion to enter into Executive Session. This was moved by Trustee Panty, seconded by Trustee Berlow and approved unanimously. Chair Connors invited all trustees, Library Administration, Mr. Martin and Mr. Schaeffer to remain in the room.

Public session resumed at 5:44 p.m. with no action taken in Executive Session.

The Executive Committee meeting adjourned at 5:45 p.m. on a motion by Trustee Panty, seconded by Trustee Johnson.

Executive Committee Meeting Report
November 13, 2014

Present: Executive Committee Chair Jack Connors; Committee members Sheldon Berlow, Sharon Kelly, and Elaine Panty. Trustees Phyllis Horton and Wayne Wisbaum were also in attendance as was Library Director Mary Jean Jakubowski, CFO Kenneth Stone, and ADD - Human Resources and Labor Relations Officer, Jeannine Doyle.

The Executive Committee meeting began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Connors began the meeting by providing an update on the information request by Erie County Legislators Joseph Lorigo and Edward Rath, III. Library Director Jakubowski noted she had not received any questions or inquiries from either Legislator to date.

The proposed agenda for the November 20, 2014 meeting of the Board of Trustees was reviewed.

Chair Connors called for executive session to discuss bargaining agreement negotiations with the Clerical/Maintenance Unit (CMU) of the contract libraries. Trustee Kelly motioned and Trustee Panty seconded the motion. Executive session began at 4:15 p.m.

Executive session ended at 4:29 p.m. with no action taken. Public session resumed on a motion by Trustee Panty, second by Trustee Kelly.
The remainder of the proposed agenda for the November 20th Board meeting was reviewed. No changes were noted.

The meeting adjourned at 4:55 p.m.

Executive Committee Special Meeting Report
December 2, 2014

Present: Executive Committee Chair Jack Connors; Committee members Sheldon Berlow, Ted Johnson, Sharon Kelly and Elaine Panty. Trustees Phyllis Horton and Wayne Wisbaum were also in attendance as was Library Director Mary Jean Jakubowski and Chief Operating Officer (COO) Carol Batt.

This meeting was scheduled as a result of the cancellation of the November 20, 2014 meeting of the Board of Trustees, due to the *Winter Storm Knife* (a.k.a. *Snowvember Storm*). Two action items from that proposed agenda required approval prior to the next December Board meeting. Pursuant to the B&ECPL Board of Trustee Bylaws, Article VI (1) gives the Executive Committee the powers and duties of the Board of Trustees. The full Board had been advised in advance that such action might be required.

The meeting began at 4:03 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Connors introduced Action Item Resolution 2014-39 - Authorization for Director to approve Year-end Transfers in Excess of $5,000. On a motion by Trustee Panty, second by Trustee Johnson, Resolution 2014-39 was approved unanimously by the Executive Committee.

Chair Connors introduced Action Item Resolution 2014-40 - Authorize Participation in National Grid Energy Savings Incentive Program. This resolution authorizes the Library Director or her designee to approve System participation and payment of the non-incentive portion for projects benefitting the Buffalo Branches and for projects requested by Contracting Library Boards for their facilities so long as the non-incentive cost share does not exceed $10,000 per facility and the estimated savings payback period does not exceed 2 years. On a motion by Trustee Johnson, second by Trustee Kelly, Resolution 2014-40 passed unanimously by the Executive Committee.

Director Jakubowski provided a brief Director's Report noting the simultaneous meeting of the Erie County Legislative Session currently in process. Chief Financial Officer Ken Stone was attending and providing updates. At the time of this Executive Committee meeting, we were aware of the Legislature having cut $26,233 from the County Executive's proposed 2015 Library Budget. Director Jakubowski indicated an update would be sent as soon as she was informed the County Budget was adopted.

Director Jakubowski and COO Batt discussed various projects and the status of each: Milestones of Science, ILS review, MakerSpace, Audubon Birds RFP and the Bookmobile RFP.

The meeting adjourned at 4:45 p.m.

Executive Committee Meeting Report
December 11, 2014

Present: Executive Committee Chair Jack Connors; Committee members Ted Johnson, Sharon Kelly and Elaine Panty. Trustee Frank Housh was also in attendance as was Library Director Mary Jean Jakubowski and Deputy Director - CFO Kenneth Stone.

The Executive Committee meeting began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Connors began the meeting explaining he would like to survey the Board regarding 2015 meetings – day of the week and time of meeting. He will bring this up at the December 18th Board meeting. Director Jakubowski will develop an electronic survey and distribute it to trustees; those without e-mail will be contacted via telephone. Chair Connors noted dates/times of Committee meetings are left to the discretion of the Committee Chair and he will leave that between the Committee Chair and Committee members.

Chair Connors conveyed the January 2015 Board meeting will be held the third Thursday of the month, January 15, 2015, as would have regularly occurred.

The Committee reviewed the agenda for the December 18, 2014 Board of Trustees meeting including proposed resolutions. There were no changes to the proposed agenda.

CFO Stone reviewed the 2015 Budget noting the Legislature reduced the County Executive's proposed Library budget by $26,233. With this change, the Library's budget will increase 1.9% from 2014's $22,588,324 to $23,013,857. All service levels and open hours will remain the same. Recently settled contracts, anticipated contract settlements and the 2015 increase in minimum wage are all funded. Discussion ensued.

Director Jakubowski expressed the budget will be tight; however, we are grateful for the funding we are going to receive and pleased we will be able to continue to provide service levels equal to 2014 levels for the residents of Erie County.

Discussion was held on New York State Senate Library Bullet Aid and the implementation of Contract Library contract extensions.

The Executive Committee meeting adjourned at 4:30 p.m.

The following two resolutions were approved unanimously on December 2, 2014 by the Executive Committee as reported on in the Executive Committee Special Meeting Report of December 2, 2014:

Agenda Item E.1.a – Authorization for Director to approve Year-End Transfers in Excess of $5,000.

RESOLUTION 2014-39

WHEREAS, the 2014 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the E-rate supported accounts towards the end of the fiscal year are too low to accommodate the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers, and in the case of contracting libraries, contract budget amendments, be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of $5,000, now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers within the budget impacting objects of expenditure in excess of $5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it further

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to approve temporary transfers within the budget impacting objects of expenditure in excess of

$5,000 for the purposes of accommodating the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.1.b – Authorize Participation in National Grid Energy Savings Incentive Program.

RESOLUTION 2014-40

WHEREAS, the cost of utilities at roughly 5% of the operating budget is the third largest expense category for library operations behind the cost of personnel and library materials, and

WHEREAS, improving energy efficiency of Library facilities benefits the environment and reduces utility expense freeing up budget dollars for other library programs and services, and

WHEREAS, Buffalo & Erie County Public Library (B&ECPL) libraries have a history of incorporating energy saving features into construction and major repair projects, and

WHEREAS, National Grid is presently offering incentives for up to 70% of the cost of the installation of qualified energy efficient equipment for facilities within their service area with annual peak demand under 100kW, and

WHEREAS, a number of libraries may be interested in participating in this program and the Town of Tonawanda Public Library has advanced to the stage of recommending participation for the Kenmore Branch Library, and

WHEREAS, the electric utility costs for 34 of the 37 libraries within the B&ECPL are paid through the B&ECPL budget, energy cost savings from the proposed measures would accrue to the B&ECPL, not the individual libraries, and

WHEREAS, costs not funded by the incentive can be placed on the monthly electric bill, with National Grid, and spread over up to 2 years at no interest cost, now, therefore, be it

RESOLVED, that the Executive Committee of the Buffalo & Erie County Public Library Board of Trustees authorizes the Library Director or her designee to approve System participation in and payment of the non-incentive portion for projects benefitting the Buffalo Branches and for projects requested by Contracting Library Boards for their facilities so long as the non-incentive share of the cost does not exceed $10,000 per facility and the estimated savings payback period does not exceed 2 years, and be it further

RESOLVED, that the Library Director or her designee is authorized to execute and submit the necessary documents to effectuate this participation.

Pursuant to the Bylaws, Resolutions 2014-39 and 2014-40 were mailed to the full Board within three business days.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director CFO Kenneth Stone introduced the following 3 resolutions.

Agenda Item E.2.a – New York State Senate Library Bullet Aid. On motion by Trustee Johnson, seconded by Trustee Panty, Resolution 2014-41 was approved unanimously as presented.

RESOLUTION 2014-41

WHEREAS, the Library received notification from the State Department of Education that the New York State Legislature has approved aid in the amount of $135,500 for 28 libraries, and

WHEREAS, this allocation, known as "bullet aid" was sponsored by New York State Senators Patrick Gallivan, Mark Grisanti and Michael Ranzenhofer to assist designated libraries within their districts, and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment, materials and other needs, and

WHEREAS, given the fiscal challenges facing both Erie County and New York State (hence local and state library aid), authorizing the contracting libraries to retain these funds until such time as they can be used for purposes consistent the sponsor designation is warranted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of $135,500 in state aid, and be it further

RESOLVED, that subsequent to receipt of the proceeds, the Buffalo & Erie County Public Library will encourage the receiving libraries to promptly utilize these funds for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a budget amendment to the 2014 operating budget, increasing revenues and expenses as follows:

2014 operating budget revenue and expense increase		**SAP Commitment Item #**	
		Revenue #408160	**Expense # 516010**
		State Aid Special	**Contractual Payments**
Contracting Member Libraries	**Fund Center**	**Amount**	**Amount**
Amherst Public Library (Audubon)	4205010	$ 10,000	$ 10,000
Amherst Public Library (Clearfield Branch)	4205020	$ 10,000	$ 10,000
Amherst Public Library (Eggertsville-Snyder)	4205030	$ 10,000	$ 10,000
Amherst Public Library (Williamsville)	4205040	$ 10,000	$ 10,000
Angola Public Library	4204015	$ 7,000	$ 7,000
Aurora Town Library	4205110	$ 2,500	$ 2,500
Boston Free Library	4204020	$ 2,500	$ 2,500
City of Tonawanda Public Library	4204080	$ 4,000	$ 4,000
Clarence Public Library	4204025	$ 10,000	$ 10,000
Concord Public Library	4204035	$ 2,500	$ 2,500
Eden Public Library	4204040	$ 2,500	$ 2,500
Elma Public Library	4204045	$ 2,500	$ 2,500
Ewell Free Library	4204010	$ 2,500	$ 2,500
Grand Island Public Library	4204050	$ 3,000	$ 3,000
Kenilworth Public Library	4205530	$ 3,000	$ 3,000
Kenmore Public Library	4205540	$ 5,000	$ 5,000
Lakeshore Public Library	4205330	$ 3,000	$ 3,000
Lancaster Public Library	4205420	$ 5,000	$ 5,000
Marilla Free Library	4204060	$ 2,500	$ 2,500
Newstead Public Library	4204065	$ 10,000	$ 10,000
Orchard Park Public Library	4204075	$ 5,000	$ 5,000
Town of Collins Public Library	4204030	$ 2,500	$ 2,500
Town of North Collins Library	4204070	$ 2,500	$ 2,500
West Seneca Public Library	4204085	$ 5,000	$ 5,000

		Revenue #408160	**Expense # 530000**
		State Aid Special	**Other Expense**
Buffalo Branch Libraries	**Fund Center**	**Amount**	**Amount**
Crane Public Library	4203315	$ 3,000	$ 3,000
Niagara Public Library	4203360	$ 3,000	$ 3,000
North Park Public Library	4203370	$ 4,000	$ 4,000
Riverside Public Library	4203380	$ 3,000	$ 3,000
	GRAND TOTALS:	**$ 135,500**	**$ 135,500**

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the above contracting member libraries to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the amounts allocated to Buffalo Branch Libraries may be transferred amongst system accounts as needed to accomplish the purposes consistent with any sponsor designation, and be it finally

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above cited contract libraries to implement the change to said contract libraries.

Agenda Item E.2.b – Adoption of 2015 Budget. Trustee Panty made a motion to approve Resolution 2014-42 and was seconded by Trustee Glanowski. Following discussion regarding the utility budget in response to questions from trustees, Resolution 2014-42 was unanimously adopted as presented.

RESOLUTION 2014-42

WHEREAS, on December 2nd the Erie County Legislature finalized the County's 2015 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a modest 1.9% increase in County funding from 2014's $22,588,324 to 23,013,857, and

WHEREAS, since this increase is less than the anticipated 2.62% growth in the tax base, the Library portion of the average County Property Tax rate per $1,000 of equalized full market value will decrease modestly, and

WHEREAS, this funding will allow the Library to maintain current service levels and open hours, and

WHEREAS, it allows the Library to meet its obligations under recently settled contracts for Library CSEA and Librarians' Association members which provide modest wage adjustments, the first since 2006, as well as employee contributions towards the cost of health care and provisions lowering the employer share of both active and retiree health care costs over the longer term, and

WHEREAS, it further helps fund the cost of New York State's $0.75 per hour minimum wage increase in 2015 which impacts the Library's Page and Senior Page wage scales, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving all but $26,233 of the recommended funding, and

WHEREAS, strong public support for the Library reinforces both the continuing need for basic library services; the nationally documented trend of active library use during tough economic times; and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2015 Budget, utilizing the following sources to provide library services in 2015:

$23,013,857 – County Property Tax for Library Purposes
$ 2,017,820 – New York State Aid – Operating Budget
$ 708,843 – Use of Fund Balance
$ 978,190 – Library Fines, Fees and Other Revenue
$26,718,710 – Total Operating Budget

$ 619,911 – Library Grants Budget

$27,338,621 – Combined Operating and Grants Budget, further detailed in the *2015 Budget in Brief* charts attached to this resolution and the accompanying *2015 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

Agenda Item E.2.c – Implement Contract Library Extensions. On motion by Trustee Glanowski, seconded by Trustee Panty, Resolution 2014-43 was approved unanimously as presented.

RESOLUTION 2014-43

WHEREAS, on June 12, 2014 the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2014-11 which authorized executing 2014 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2014 contracts incorporated a provision to extend the 2014 contract into 2015 thus avoiding the November-December rush to extend contracts given recent years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract

adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2015 budget allocation was not finalized until December 2, 2014 and New York State's allocation will not likely be finalized before April 2015, and

WHEREAS, this makes it difficult for the Buffalo & Erie County Public Library and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2015 fiscal year on January 1, 2015, and

WHEREAS, the contract extension provision provides for allocations based upon the 2015 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2015 contract is adopted, not to exceed July 31, 2015, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2014 contract extension as described above, with budgetary amounts based upon the 2015 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.d – Monthly Financial Report. Monthly financial reports for the periods ending September 30, 2014 and October 31, 2014 were included in the Board packet for information. Mr. Stone pointed out the biggest area they are keeping an eye on is retiree health insurance expense; as of the October report, this was at 110.7% of budget. This will continue to be monitored with hopes the trends will level out as they are very volatile. He also noted, on the positive side, active employee health insurance actual costs have somewhat moderated over prior years and are impacted by contract settlements whereby employees are contributing a share of the cost.

Trustee Wisbaum arrived at approximately 4:20 p.m.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Elaine Panty summarized the Reports of the November 13, 2014 and December 11, 2014 Policy Committee meetings and requested the full reports be entered into the Minutes.

Policy Committee Meeting Report
November 13, 2014

Present: Policy Committee Chair Elaine Panty; Committee members Phyllis Horton and Sharon Kelly; Committee member Kathleen Berens Bucki (non-voting - participated via Skype); Committee member ex officio Jack Connors; Director Mary Jean Jakubowski; Deputy Director Kenneth Stone; and Assistant Deputy Director - Human Resources/Labor Relations Officer Jeannine Doyle.

The Policy Committee meeting began at 3:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed The Buffalo & Erie County Public Library (B&ECPL) Anti-Harassment Policy. No changes were recommended.

Human Resources and Labor Relations Officer Jeannine Doyle provided an overview of the draft Employee Handbook and Personnel Policies. Director Jakubowski thanked Mrs. Doyle for her hard work; the policies were reviewed, cleaned up, made consistent and more focused to the B&ECPL's Mission and Vision. Previously, the Library used County Personnel Policies, which were more focused on County Departments than Library operations.

Mrs. Doyle noted she had sent the Policies to Union Leadership demonstrating working conditions remained the same and bargaining agreements intact. Trustees are encouraged to review the draft Policies. The Policies will be placed on the Trustee Website.

Mrs. Doyle will present the draft Policies and Handbook at the Saturday, November 15th Association of Contracting Library Trustees (ACT) meeting. Insomuch as the Contract Libraries set their own Personnel Policies, save for a few System Policies, Contract Libraries may wish to adapt and/or adopt these Policies to promote consistency and assurance that Local, State and Federal Laws are adhered to properly. Information and the request for review and feedback will be sent to the Contract Library Trustees prior to their meeting.

Discussion ensued.

Both the draft Policies and Handbook will be brought to the November 20, 2014 meeting of the Board of Trustees. Trustees will be asked to review and provide feedback to Mrs. Doyle prior to the next Policy Committee meeting; Mrs. Doyle will subsequently bring any/all suggestions and changes to the next Policy Committee meeting. If following this meeting, the Policy Committee recommends the approval to the full Board at the December 18, 2014 meeting, and the Policies are approved, the Policies shall

be effective January 1, 2015. The new Policies and the Handbook will then be available to all staff on the employee Intranet.

The next Policy Committee meeting is scheduled for 3 p.m. on Thursday, December 11th.

On a motion by Trustee Kelly and second by Trustee Horton, the meeting adjourned at 3:50 p.m.

Policy Committee Meeting Report
December 11, 2014

Present: Policy Committee Chair Elaine Panty; Committee members Phyllis Horton, Frank Housh and Sharon Kelly; Board Chair Jack Connors; Library Director Mary Jean Jakubowski; Deputy Director CFO Ken Stone; Human Resources/Labor Relations Officer Jeannine Doyle; and Development and Communications' Officer Joy Testa Cinquino.

The Policy Committee meeting began at 3:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Committee Chair Panty asked Human Resources/Labor Relations Officer Doyle to review comments received from Contract Library Boards regarding the draft Employee Handbook and updated Personnel Policies.

Mrs. Doyle explained she was asked to identify personnel policies based on system-wide policies, i.e. technology based policies are system-wide; policies pertaining to scheduling are at the discretion of the local library unless noted in Collective Bargaining Agreements (CBA).

Mrs. Doyle noted she had given the Unions the opportunity to respond to the policies and has assured Union leadership the policies do not change the terms and working conditions as set forth in the CBA.

Consistency in application of personnel policies is important. Mrs. Doyle noted she has heard from 8 Contract Libraries that will be voting to accept the policies as their own in forthcoming weeks.

Mrs. Doyle indicated she will be making a few clarifying changes in the draft Employee Handbook to denote system-wide and local policies.

On a motion by Phyllis Horton and second by Sharon Kelly, the Policy Committee moved to recommend the Personnel Policies and Employee Handbook be approved by the full Board at its scheduled December 18th meeting.

Discussion was held regarding the Special Events Policy. Director Jakubowski requested additional time to work on the logistics and nuances of the policy as there is much to consider when doing special events. Discussion ensued. Ms. Testa Cinquino

and Director Jakubowski noted their concern that the B&ECPL currently does not have the necessary cadre of staff to accommodate larger special events. Discussion ensued.

Development and Communications Officer Testa Cinquino spoke to the differences in application between the Facility Use Policy and the Special Events Policy. She noted an upcoming partner event in January. Trustee Housh asked to review the insurance rider obtained by the partner agency. He spoke to the need to have a *dram shop* rider. Ms. Testa-Cinquino will work with the partner agency and their caterer to assure they have this rider. Discussion ensued. The Committee agreed that at any event where alcohol is being served on premises, the entity involved shall have a *dram shop* rider along with the required insurance indemnifying the B&ECPL and Erie County in the case of the downtown Central Library and the City of Buffalo in the case of the Buffalo Branches.

Discussion ensued. Ms. Testa Cinquino will forward the current Facility Use Policy and the draft Special Event Policy to Committee members for review. Director Jakubowski and Ms. Testa-Cinquino will meet in the next few weeks.

On a motion by Jack Connors, second by Sharon Kelly, the meeting concluded at 3:45 p.m.

Trustee Panty thanked Mrs. Doyle for her hard work in the coming together of the handbook and policies and the Association of Contracting Library Trustees (ACT) for also taking part in this process.

Agenda Item E.3.a – Adoption of B&ECPL Employee Handbook & Personnel Policies & Procedures Manual. Chair Connors pointed out contract library trustees had the opportunity since November to provide feedback to Mrs. Doyle on this and entertained a motion to adopt the final version of the B&ECPL Handbook and Personnel Policies and Procedures Manual. Trustee Glanowski made the motion, echoing Ms. Panty's sentiment on the top notch job done by Mrs. Doyle. Mr. Housh made the second motion. This was approved unanimously. In response to a question by Trustee Gist, Mrs. Doyle shared the staff participating in the PLACP Leadership Group, last summer, who represent employees across the City, Central as well as some of the contracting libraries, also participated and did an initial review. She stressed that everyone has had involvement in reviewing these policies, emphasizing the Library is not changing the terms and conditions of employment as designated in the various CBA's (collective bargaining units). Mrs. Doyle met with ACT on November 15th on this subject and acknowledged this was a lot of information to absorb. As recommended, she revised the Introductions to the Policies Manual and Employee Handbook and the language will now reflect that these policies do not apply system-wide. The Manual will list who has chosen to adopt the policies. Mr. Gist inquired if there were any specific objections from contract libraries. Mrs. Doyle replied no. Mrs. Doyle conveyed updated policies will take effect January 1, 2015, as they have now been adopted by the System Board. Contract library boards who choose to adopt in the future will be added to the list.

Suzanne Jacobs stated ACT's take on it was a little bit different in that they didn't feel it was necessary to take a vote to adopt this because of the fact the document was going to be distributed to new employees anyway; they would look at it and become familiar with it. She noted not all boards were represented at the November ACT meeting. If the System wants all contract library boards to consider approval and adoption of this, ACT will make it clear to them that they need to do this. Ms. Jakubowski stated we need to offer them this opportunity for adoption at each of the libraries, again reiterating it is a discretionary item. Mr. Connors voiced as they are separate hiring entities, he feels they need to affirm that this is what they want to use and there needs to be some type of formal approval by their boards if they chose to adopt. Both Mr. Connors and Mrs. Doyle thought this is what was going to happen, so they thanked Ms. Jacobs for clarification on this. Mrs. Doyle will follow up with libraries for clarification with the hopes of a positive affirmation so their names could be added to the list of boards accepting the Handbook and Policies. Consistency of Policies would be beneficial to all employees and Boards.

RESOLUTION 2014-44

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library; and the exclusive power and duty to control library personnel, and

WHEREAS, to date, the Buffalo & Erie County Public Library has utilized the "Erie County Employee Handbook" and the Personnel Policies and Procedures of Erie County; and given the B&ECPL's relationship with the County through the use of its payroll services, commonality of two collective bargaining units, and the Erie County Civil Service Commission, these policies have been reasonably applied to B&ECPL employees and operations to the best extent possible, and

WHEREAS, despite the application of the County's handbook and policies, the need has long existed for the creation of policies and an employee handbook specific to the B&ECPL and its operations, and

WHEREAS, the Human Resources Department had undergone an extensive review of the County's Employee Handbook and Personnel Policies and Procedures, as well as any existing policies of the B&ECPL, and

WHEREAS, a proposed Employee Handbook and Personnel Policies and Procedures Manual have been drafted and provided to the B&ECPL Board of Trustees Policy Committee and all Trustees for review and consideration, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library endorses the proposed Employee Handbook and Personnel Policies and

Procedures Manual as presented to the Board by the Assistant Deputy Director of Human Resources/Labor Relations, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves and adopts the 2015 Edition of the B&ECPL Employee Handbook and the policies as set forth in the draft Personnel Policies and Procedures Manual to be effective January 1, 2015.

Agenda Item E.4 – Development & Advocacy Committee. Wayne Wisbaum, Chair of the Development & Advocacy Committee, summarized the Committee Meeting Report of November 12, 2014 and thanked Joy Testa Cinquino and Maureen Germaine for their invaluable assistance and help. Ms. Testa Cinquino thanked Mr. Wisbaum for agreeing to host a party at The Buffalo Club to be held at the end of February to which the Board will be invited. She reminded trustees the new date for the Best Sellers fundraising event is Friday, January 16, 2015 and encouraged all to purchase tickets if they haven't done so yet. Ms. Testa Cinquino remarked as of December 17, 2014, approximately $36,000 has been collected for the Library's Annual Appeal; this will more than double by the end of the year. The following written report was requested to be entered into the Minutes:

Development & Advocacy Committee Meeting Report
Wednesday, November 12, 2014

Present: Development & Advocacy Committee Chair Wayne Wisbaum; Committee members Jack Connors and Elaine Panty. Also present were Jourdan Stevenson of the Nickel City Professionals and Library staff members Anne Conable, Maureen Germaine, Director Mary Jean Jakubowski, Melissa Kania and Joy Testa Cinquino.

The Development & Advocacy Committee meeting began at 4 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Welcome & Introductions: Trustee Wisbaum opened the meeting by thanking everyone for their continued dedication to advocacy for the Library.

Highlights of 2014 Fundraising Initiatives: Per reports from Ms. Germaine, $205,554 has been raised for the Library this year from various revenue sources, including the ***Bucks for Books*** campaign, general donations, ***Best Sellers*** event, sponsorships for the ***Judy Summer Concert Series*** and ***Summer Reading***, as well as corporate and individual donations.

Ms. Testa Cinquino noted that currently the Development & Communications Department is focusing on soliciting potential sponsorships for the upcoming (2015) *Milestones of Science* exhibit and the year-end appeal. Ms. Testa Cinquino distributed a draft of the year-end appeal letter. The letter will be sent to approximately 100,000 people at the end of November. (*Editor's note- because of the storm the letters will be mailed the first week of December.*) Solicitations are sent to library card holders and past donors;

additional names are purchased by the contracted mail house. Last year, the year-end appeal raised $72,000 in donations through 12/31/13. In total, $260,000 was raised in 2013.

It was noted that many Library supporters write their year-end appeal checks in December, so the Library anticipates receiving donations throughout the next month. Trustee Wisbaum suggested that the Library send more personalized letters to people, particularly to those who have made significant donations in the past.

Best Sellers Fundraiser: *(Editor's note – because of the storm, the event was postponed. The new date is Friday, January 16, 2015.)* Co-chair Jourdan Stevenson noted that the most significant push is selling tickets. Sponsorship levels are approximately equal to last year; however, there has been a drop-off in ticket sales. The Nickel City Professionals will refocus next year to target more millennials and perhaps consider a price change. Ms. Stevenson also noted that the committee recently had some changes with a member dropping out and a co-chair stepping in. Currently, approximately 130 tickets have been sold altogether. For each $75 ticket sold, the Hotel Lafayette receives approximately $52.

Trustees Panty and Wisbaum said that every Library System trustee should support this annual fundraiser, and if unable to attend event, members make a monetary donation to show unity and support for Library events. It was noted that several trustees who purchased tickets in the past have yet to do so this year.

Director Jakubowski suggested reaching out through WNYLRC and the University at Buffalo library program to encourage people, their friends and the community to support Best Sellers. Ms. Testa Cinquino noted that the Bistro Bookers group purchased several tickets for this year's event and also made a $300 contribution. Director Jakubowski and Ms. Testa Cinquino thanked Jourdan and the Nickel City Professionals for their hard work leading up to this event.

Milestones of Science: The ***Milestones of Science – Books that Shook the World*** will be a major exhibition when it opens on the second floor of Central Library next spring. Ms. Germaine has been contacting businesses in an effort to obtain sponsorships for the $350,000 project. The Library has written grants to the Margaret L. Wendt Foundation, Baird Foundation and the Corrine & Victor Rice Foundation. A proposal will be submitted by 11/30 to the Western New York Foundation. Meetings have occurred with Paul Hogan from the Oishei Foundation and Independent Health (thanks to Library System Trustee Teresa Glanowski), both offered valuable suggestions. Nearly 400 sponsorship letters have been sent to local million dollar companies. Trustee Wisbaum requested additional phone numbers and addresses for potential contacts in regards to sponsorships. He also suggested Jane Griffin as a potential contact.

Trustee Connors suggested the Library hold a cultivation preview event of the exhibit in either January or February. Notable community members, including Mayor Byron Brown, County Executive Mark Poloncarz, the Rich family, etc. would be invited to such an event. The event would not only thank those who have already supported Milestones, but also encourage potential sponsors. Ms. Testa Cinquino noted that a

similar idea stemmed from the Foundation meeting. It is possible to roll these ideas together and host a combined preview event in February.

The Grosvenor Society re-emergence and the Library Foundation were briefly mentioned as potential ties to this event. Trustee Connors referenced an invitation for a sit-down dinner event from several years ago that could be an idea for an invitation for the preview event.

Ms. Germaine discussed Library Foundation President Victor Rice's suggestion to reach out to the big billion-dollar pharmaceutical companies, who have the potential to sponsor Milestones. The Library Foundation has already committed $175,000 to the project to underwrite the cost of permanent, secure, museum-type display units, which are versatile enough for future use.

Director Jakubowski noted that we are working with various university libraries as well as the Buffalo Museum of Science for parts of the exhibit, as there is a tremendous amount of ephemera involved aside from just books. Trustee Panty suggested that some of the sponsors may have never visited the Library before, but may consider hosting an event in the new space once they have seen it in person. Trustee Connors suggested the possibility of allowing sponsors to have private exhibits in the space. Sponsors would purchase their own food and beverage, allowing the Library to incur no extra costs (aside from security personnel required for off-hours events). Trustee Wisbaum supports this idea. The Library could market this space separately, even after the exhibit opens; small medical groups or larger groups have potential to entertain their clients in a unique venue.

Trustee Connors listed possible sponsorship suggestions: UBMD; Catholic Medical Partners; affiliated groups at hospitals; Catholic Health, Kaleida; IBM; Solar City; General Motors; Ford Foundation; National Grid; NYSEG; Seneca Nation (Kathy Walker) and Lenovo.

Appealing to colleges and universities was suggested as a potential marketing idea. The idea to create an academic sponsorship ($2,000 - $3,000) was discussed and would allow a tour over the course of the exhibit, being named as a sponsor for a full year, and bridging the gap to demonstrate how the STEM collaborative fits into the Milestones exhibit. Trustee Connors suggested putting together a sponsorship packet similar to the one distributed, but specifically for academic institutions, with a tagline such as "Milestones: The Beginnings of STEM" or "Here's Where STEM Started," etc.

Director Jakubowski noted that the Milestones exhibit will launch B&ECPL to another level with future exhibits that accentuate the rare and special collections housed by the library.

Ideas for the Future: The cultivation preview event for the Milestones exhibit will likely be held in either January or February, with the exhibit scheduled to open to the public in late spring 2015. Ms. Testa Cinquino will look further into potential dates before discussions about invitees begin.

Director Jakubowski and Trustee Wisbaum both recommended adding personal touches to letters to potential sponsors and donors, which makes that extra difference that people appreciate. Similar things have already been in place for some time; for instance, Ms. Germaine and Ms. Testa Cinquino personally called donors who contributed over $500 for the year-end appeal in 2013. The Development Office will make more efforts for personal connections.

There was no set date for the next meeting, which is expected to be scheduled after January 1st, 2015, after the chair of the Development & Advocacy Committee has been appointed by the Board.

Mr. Connors updated trustees regarding the annual appeal that when you purchase names from a mail house, you sometimes may upset some people; to date, two people were aggravated and letters were sent out explaining the situation and letting them know we would contact the mail house people and also remove their names from our mailing. Ms. Testa Cinquino remarked in general the complaints are few and the dollars are plenty.

Agenda Item F – Report of the Director. Director Jakubowski was excited to announce students from the Buffalo Public Schools have access to their school's desktops from each and every one of our libraries through a collaboration with the Buffalo Public Schools. She acknowledged and thanked all staff who took part in this. She will report on this further in next month's written Report of the Director.

She asked trustees to save the following dates (additional information will be sent to trustees):

- NYS Library Association Advocacy Day in Albany – February 25, 2015
- 50th Annual Millard Fillmore Commemoration Program – January 7, 2015

Trustees were asked to contact Ms. Jakubowski if interested in participating in either/both events.

Director Jakubowski expressed her sincerest gratitude for the 2015 Library Budget being received through Erie County funds. While the Library's budget will be tight, the funds being received are better than previous years.

The Library is working on 2015/2016 System Goals for the B&ECPL, and Ms. Jakubowski asked for assistance from System Board Trustees in providing input and feedback by January 12, 2015. B&ECPL Directors, who are sharing information with their trustees, have also been asked for input. Summations from the Focus Groups that were held earlier this year, which include feedback from constituents as to what they are looking for in library services, as well as an access point to public surveys that were performed in 2013 and 2014 were handed out. This information will also be sent out electronically. Mr. Connors mentioned the report was done by Libby Post as part of

her original contract; no financial payment was made to Ms. Post following the termination of her contract at the end of April of this year. While the report was received June 1, 2014, this was an outstanding report owed to the Library.
Ms. Jakubowski noted a meeting is scheduled for January to work on the Goals which includes representatives from contract libraries, Buffalo Branches and Library Administration. Recommended Goals will then be presented to the System Board of Trustees.

The following was submitted by the Director and transmitted to Board members prior to the meeting:

B&ECPL Monthly Report
October 2014

Enhancing the partnership between the Buffalo & Erie County Public Library (B&ECPL) and the Buffalo Public Schools (BPS) this month, the Frank E. Merriweather, Jr. Branch Library has been selected to be the initial test site for the "Buffalo Public Schools BPS Desktop program." This virtual desktop technology will allow students access to their school work from any public library computer. As the initial trial site, the Merriweather Branch will test the program for a 2-week period. Following this, access to the BPS Desktop program will be made available at all 37 B&ECPL locations. Students are required to hold a B&ECPL library card with parental permission for Internet access along with a user name and password provided by the Buffalo Public Schools. BPS teachers will also have access.

On Tuesday, October 21st, over 300 preschool and kindergarten children along with their teachers from Bennett Park Montessori School participated in the 2014 JumpStart "Read for the Record" program in the Mason O. Damon Auditorium. This year's featured book was *Bunny Cakes* written and illustrated by Rosemary Wells. Library Director **Mary Jean Jakubowski** served as "Celebrity Reader" reading the book while it simultaneously was being projected onto the movie screen. Buffalo Sabres mascot *Sabretooth*, along with the Library's own *Reada Book*, was in attendance. Children's Services Manager **Brian Hoth** transformed into Max, *Bunny Cakes'* main character and served as master of ceremonies for the morning. In the spirit of the event, all children and adults received bunny ears as they entered the auditorium and proceeded to hop back to school following the event. We anxiously wait to hear whether or not the record for reading one book was broken.

After months of research and development, the B&ECPL's Mobile Library Vehicle RFP is nearing completion. We anticipate the RFP will be issued in November. Librarian **Melissa Blattner** continues to research how bookmobiles are used in libraries throughout the country and Assistant Deputy Director **Dawn Peters** attended the

Association of Bookmobile and Outreach Services (ABOS) Conference in San Diego, California. We look forward to reestablishing bookmobile services in Erie County in 2015.

Monthly Programming Statistics – **October 2014**

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	261	1714	6374	37533
3.3 Children (age 6-12)	179	1760	3363	33299
4.4 Teens	59	1174	293	6314
Intergenerational	107	776	3689	34225
5.3 Adults (excludes Technology)	295	2377	2909	22651
TOTAL In Library Programs	901	7801	16628	134022

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	19	123	86	613
System or Library-owned Cyber Train	23	274	140	1996
One on One	50	574	61	724
TOTAL Adult Technology	92	971	287	3333

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	11	57	334	1308
Children (age 6-12)	2	64	126	3303
Teens	6	16	188	1001
Intergenerational	6	44	3443	11691
Adults (excludes Technology)	29	106	1142	4425
TOTAL Outreach (out of Library)	54	287	5233	21728

Highlights:

- On October 2nd, 9th, 15th, and 23rd, PRONE (Paranormal Researchers of Niagara and Erie) presented a 4-part ghost hunting class. Attendees learned how to research locations presumed to be haunted, set up and conduct paranormal studies and participated in a live ghost hunt on the last night of the series at the Central Library. Information Services Librarians **Rhonda Konig** and **Shanley Olszowy** assisted PRONE with the live ghost hunt.

- On October 4th, **Brian Hoth** attended Mayor Brown's Reading Rules Recognition event honoring children who participated in this year's Summer Reading Challenge at the Buffalo Niagara Convention Center. Approximately 2,000 children received gift cards, bicycles, and other prizes.

- On October 16th, Rare Book and Map Librarian **Charles Alaimo** completed installation on the new Rare Book exhibit, *You Are Here: Buffalo on the Map*. Several significant, one-of-a-kind maps of Buffalo from the 19th century are displayed having recently been returned from a conservator. Along with the originals, facsimiles of local maps of historic and genealogical importance are displayed among the wall panels. The overall visually appealing exhibit was made possible by the great work of our Graphics Department, **Dawn Stanton** and **Darlene Pennachi**.

- On October 16th, it was standing room only at the "Thank A Vet" Discount Program hosted by United Veterans of Buffalo (UVOB). Erie County Clerk Christopher L. Jacobs brought his "Thank A Vet" Outreach event to the East Delavan Branch Library to issue discount cards to honorably discharged veterans who filed their original DD-Form 214 with the Erie County Clerk's Office. Sandi Williams, Korea Defense Veteran, took the initiative in spearheading this program with UVOB. Seventy-one veterans were in attendance!

- On October 20th and 27th, **Shanley Olszowy** assisted freshmen at Mount St. Mary High School with obtaining library cards. Approximately 50 library cards were issued will all 75 freshmen now having B&ECPL cards!

- On October 22nd, Information Services and Outreach Librarian **Renée Masters** hosted Wellness Wednesday at the Ring of Knowledge. Attendees learned about the importance of vaccines for adults including flu, HPV, shingles, hepatitis and more from Erie County Health Department nurse Karen Menza.

2. Collection Development

Collection Development – October 2014

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	146,105	331	4,110
3.1 Juvenile Fiction	364,643	4,633	30,928
4.1 Young Adult Fiction	69,553	1,022	7,328
5.1 Adult non-Fiction	1,356,424	2,966	20,297
6.1 Adult Fiction	530,437	3,309	38,173

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	66,155	2,665	9,343
4.2 Young Adult audiobooks only	2,480	22	163
6.2 Adult	404,273	6,738	50,107

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*32,528	897	32,086	-1.8%
Music (Freegal)	Unlimited SONY Library		4,997	+7.3%
e-Audiobooks	7,302	118	8,502	+0.1%
e-Videos	370+ **Moving Image Archive Library**	0	195	-4.4%

*e-Book collection size includes 3,801 EBL titles.
**Access to Moving Image Archive (http://bit.ly/1eMd454) via mobile website, beginning Nov. 2013

Highlights:

- As part of a transition of the relocated System Collection Development responsibilities to the Technical Services Department, Department Managers **Maureen McLaughlin** and **Jennifer Childs** have been conducting meetings with material selectors. In an effort to be most responsive to user needs and ensure quality and timely receipt of materials, they have reviewed vendor collection development tools, checklist surveys, street date's information and 2015 budget lines.

- Four hundred seventy-nine (479) items were purchased as a result of patron and staff recommendations.

- The Library's Subject Guides (http://bit.ly/mInDZS) continue to be both nationally and internationally popular. Over 770 unique visitors from 14 countries occurred in October including: Australia, Bangladesh, Belgium, Canada, Colombia, Germany, Spain, Hong Kong, India, Pakistan, Serbia, Turkey, United Kingdom and the United States.

3. Technology

Technology – October 2014

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	5,374	+ 57	1.1%	14.2%
Twitter Followers	6,522	+ 152	2.4%	32.2%
Flickr Views	255,656	+ 15,561	6.5%	115.1%
Pinterest Followers	942	+ 18	1.9%	21.5%

Facebook: 2,500 Facebook users. The Library's page can be viewed at http://on.fb.me/ZseqZ8.

Twitter: 6,522 Twitter followers. The @buffalolibrary feed can be viewed at http://bit.ly/10bPpyO.

Flickr: 98 photos added to Flickr. New albums include photos from the Read for the Record, Bullying Stops Here Kick-Off, and Donald H. Cloudsley Art Collection @ Central events. The Library's photostream can be viewed at http://bit.ly/xDPsx4.

Pinterest: 37 Pinterest Boards featuring 3,662 Pins. The page can be viewed at: http://pinterest.com/buffalolibrary/.

Highlights:

- The Library's Integrated Library System (ILS) consultant Rob McGee spent October 20 – October 31, 2014 on-site assisting the ILS Planning Team on RFP development and conducting 6 Focus Groups (4 staff and 2 public). In addition, he provided valuable needs assessment information. These activities are associated with the Library's full-scale evaluation and procurement process for the Library's ILS which supports the bibliographic record (online catalog) and borrower databases that manage materials checkout and library card records. Technology Support Librarian **Kelly Donovan** is heading B&ECPL's team.

- Effective October 29, 2014, Vufind became the Library's default online catalog, replacing the classic e-Library Catalog. Vufind is an open source product which allows the Library to customize features and develop applications. Using the underlying Sirsi-Dynix bibliographic and borrower databases, the catalog is more robust, searchable, and user-friendly.

- Currently 34 libraries are fully up and running using RFID technologies, while 35 are live with circulation. Collection conversion began at the Angola Public Library.

- Central Library MakerSpace equipment continues to arrive. Testing for the MakerBot Replicator Mini 3D printer is under way. Staff met with **Chip Campbell** from the Maintenance Department to discuss wiring and other needs for the MakerSpace. A contest to name the MakerSpace is under way and will run through mid-November. The targeted opening is December 2014.

4. Funding/Fundraising

Funding:

- On October 15th, Erie County Executive Mark Poloncarz released his 2015 proposed budget. Consistent with the previous four-year financial plan, the budget includes a 2% overall increase in County funding for B&ECPL's 37 libraries. The County Executive's proposed spending plan provides $23,040,090 in County funding which is generated from the property tax levy. As growth in the property tax base slightly exceeded 2.0%, the Library Property Tax rate will decline by approximately 0.6%. The combined County property tax levy is under the Property Tax Cap for 2015.

  The County funding, combined with $2,637,731 in anticipated funding from New York State and $1,687,033 in other library revenue, brings the Library's 2015 proposed operating and grants budget to $27,364,854, a modest 1.8% increase over the 2014 adopted budget.

  Erie County's capital budget also includes $1 million for improvements to the County owned downtown Central Library; specifically, $500,000 to rehabilitate the Auditorium and $500,000 to address mechanical, electrical and plumbing rehabilitation needs in the 50-year-old building.

- The Erie County Legislature has scheduled 2015 budget hearings for the week of November 17th, with the Library's budget hearing scheduled for Wednesday, November 19th at 12:30 p.m. The general public will be able to comment on the 2015 proposed budget during a public hearing beginning at 5:00 p.m. on Monday, November 24th. All budget hearings will take place in the Chambers of the Erie County Legislature, located at 92 Franklin Street, 4th floor, Buffalo, NY.

- On July 17th, the Board of Trustees adopted Resolution 2014-22 authorizing the Library Director and/or her designee to request use of unexpended incentive

grant funds from the Erie County Fiscal Stability Authority (ECFSA) for the purposes of supporting one-time lump sum payments to eligible members of the Library's CSEA and Librarians Association bargaining units as a signing bonus for contract settlements that included employee participation in paying the cost of health care. The ECFSA's Finance Committee met to review the request on October 24th and unanimously recommended approval of the request. The full ECFSA subsequently met on October 28th and approved the request, also by unanimous vote. Funding provided totals $304,107.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual	January 1st - YTD	$200,640.95
Merriweather Book Sale	September 29th - October 4th	$521.97
Niagara Book Sale		$293.92
North Park Book Sale	October 8th	$238.70
North Park Donation Box	October 8th	$8.00
Borrower Services Donation Box		$12.00

Highlights:

- During the month of October, sponsorship proposals for the upcoming Milestones of Science exhibit were sent to the Corinne & Victor Rice Foundation (committed to $5,000 per year for 4 years); the Library Foundation of Buffalo & Erie County (committed to $175,000); as well as the Baird Foundation (requested $25,000) and the Carl & Lily Pforzheimer Foundation (requested $25,000) for which we are awaiting word. Additionally, 400 Milestones of Science exhibit sponsorship solicitation letters were sent to businesses that reported million dollar revenues in the fields of chemistry, engineering, biology, optics, zoology, geography, mapping, surveys, medicine and technology.

- A nomination/application was submitted to the Institute of Museum and Library Services for the National Medal for Museum & Library Service. We anxiously await their decision.

- The Library submitted a grant application to the American Library Association and the Association of Science and Technology Centers for four 3D System's Cube 2 3D printers to enhance the technology that will soon be available in the Central Library MakerSpace. Both the American Library Association and the Association of Science and Technology Centers are committed to expanding young people's access to 21st century tools that can help them learn and create. Awards will be made in December 2014.

- *Best Sellers Fundraising Party* tickets are on sale now for $75 each. All are encouraged to support this 21 and over fundraiser run by the volunteer group – Nickel City Professionals. Proceeds go toward children's programming and materials system-wide.

5. Facilities

- Dudley Branch - The Dudley roof/HVAC project is now under way. The first project meeting occurred on October 27th on-site; **Chip Campbell** of the Library's Maintenance Department met with the contractors, architect (CannonDesign) and City of Buffalo Public Works staff. Actual construction work (notice posting and site preparation) begins the week of November 3rd. This project will replace the leaking roof with a new roof; replace the heating, ventilation and air conditioning (HVAC) system; restore deteriorating masonry; and add energy efficient windows to increase natural lighting and provide views of the adjoining pocket park for patrons to enjoy and on the other side a view of South Park Avenue. Depending on the weather, roofing, windows and masonry work is scheduled to be completed prior to the end of December. The HVAC construction is anticipated to get under way in the spring and the overall project is anticipated to be completed by late spring 2015. The Library obtained a $119,108 New York State Library Construction grant to assist in funding this project.

- Frank E. Merriweather, Jr. Branch Library - A new projector was installed in the auditorium at the Frank E. Merriweather, Jr. Branch Library. It has been used by many groups and is working well.

6. Staff Development

Staff Development - October 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	179	1,359	8	23

Highlights:

- Thirty-three (33) B&ECPL building guards received annual 8-Hour New York State Security Training on October 5th and 19th at the Central Library.

- Assistant Deputy Director **Dawn Peters** attended the Association of Bookmobile and Outreach Services (ABOS) Conference held in San Diego, California from October 28th through November 1st. Ms. Peters was awarded the Carol Hole

Conference Attendance Award which provided free conference registration and $500 in travel funds.

- Other Staff Development included: Buffalo Police Officer Genevieve Rak presented the tactical communication workshop "Verbal Judo" - 45 employees; Sophia Roberts, Mike Rogers and Gwen Squire of Self Advocacy of New York State spoke to approximately 30 managers/directors about developmental and learning disabilities; Librarian **Melissa Blattner** participated in a series of WebJunction webinars "Telling the Library Story", "The Iron is HOT: Libraries as Innovative & Creative Community Catalysts", and "Be Fearless: Public Speaking for Librarians"; West Cluster Manager **Linda Rizzo**, Library Director **Mary Jean Jakubowski**, and **Dawn Peters** attended the WNYLRC Annual Business Meeting/Dinner; and **Renée Masters** attended the P2 Collaborative "Creating a Healthier Community" Conference. The P2 Collaborative seeks to drive innovations in health and health care in Western New York by bringing together individuals, community-based organizations, primary care practices, hospitals, health plans and other unique partners to magnify their impact.

- Wellness – 82 employees throughout the B&ECPL participated in October's virtual "Walk Across Africa" wellness activity.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Event and Media Release	Bullying Stops Here Month @ Buffalo & Erie County Public Libraries Libraries receive national recognition for month-long community awareness campaign	October 3 Also, *Reada Book* owl named – covered in the Buffalo News
Media Release - Photo Opportunity	A Conversation with Author Lauren Belfer Buffalo native and author of books - *City of Light* and *A Fierce Radiance*	October 11 – covered by the Buffalo News, covered beforehand by the Tonawanda News
Media Release	Downtown Library Hosts Traveling Exhibit - Jan Karski, Humanity's Hero Polish Resistance Figure, Holocaust Witness Celebrated at 2014 Centennial of His Birth	October 13 – covered by the Buffalo News

Media Release - Photo Opportunity	Downtown Library participates in the largest worldwide shared reading experience "Read for the Record"	October 20 The Buffalo News and Channel 7
Phone Interview for an ALA book w/Mary Jean Jakubowski and Amy Pickard	Phone interview w/Diantha Dow Schull writing *Archives Alive* book	October 9 Publication is in 2015
Media Release and Interviews with Mary Jean Jakubowski	Collection of Artwork Donated to Buffalo & Erie County Public Library by the Donald H. Cloudsley Foundation Extraordinary Art Collection Gathered by Former Library Director	Sent release October 16 The Buffalo News, Buffalo Rising
Media Release	Best Sellers 2014 Library Fundraiser Announced Planned by the Nickel City Professional Volunteers	
TV Filming Hockey Night in Canada – filmed images from GRO	Defection of Hockey Player Mogilny	November 25
Riverside Review	Computer Classes; Family Story Time; Tax Assistance; Charlie and Checkers; Gravitational Bull	October 1, 8, 15, 22 & 29

Highlights:

- October 9th - Library Director **Mary Jean Jakubowski** and Rare Book Curator **Amy Pickard** were interviewed by Diantha Dow Schull for her upcoming *Archives Alive* book per arrangements made by **Joy Testa Cinquino**. The book will focus on libraries tying special collections to programming. The past year's *Wonderful Wizardry of Baum* exhibit caught Ms. Schull's attention so we spoke about that exhibit and programming but also about our past Hamilton, Darwin, Fine Press and other exhibits that had partnering and programming components of their own.

- October 30th - Grosvenor Librarians **Charles Alaimo**, **Susan Cutrona** and **Carol Pijacki** assisted Jeremy McElhanney, a senior feature producer for Sportsnet Hockey in Canada, in gathering images of newspaper articles about the defection of Soviet hockey player Alexander Mogilny in May 1989. The material being collected is to air on an episode of *Hockey Night in Canada* on November 25th.

8. Partnerships

Highlights:

- Library COO **Carol Batt** represented the B&ECPL at a meeting of the Capital District Library Council (CDLC) on October 2nd in Albany, N.Y. The meeting was convened to explain the Empire Shared Collection pilot project that allows participants to 'share' a final copy of an item stored in the University at Buffalo Annex and to discuss if there is a need for a similar initiative, and how it might be addressed, in CDLC's region.

- The Hispanic Heritage Council of WNY Inc. erected an exhibit at the Niagara Branch Library for Dia de los Muertos on October 28th. It is a cultural exhibit that explains the Mexican observance of celebrating family members and others who have passed on. (The Council also conducted a story time in conjunction with the exhibit on November 1st.)

- The Project Flight - B&ECPL Book Bank has been busy this month sorting and counting the significant donation from the Christian Appalachian Project. Materials will be distributed to various agencies and local educational institutions.

- Western New York Library Resources Council (WNYLRC) held their Regional Advisory Committee (RAC) meeting at the Central Library on Friday, October 17th. Technology Support Librarian **Angela Pierpaoli** is a member of the Committee.

- New partnerships have been developed with the Permanent Chair of Polish Culture Committee at Canisius College, Kosciuszko Foundation - WNY Division, the Polish Legacy Project, Daemen College, the Holocaust Resource Center of Buffalo, and the Jewish Community Center who brought the exhibition *The World Knew: Jan Karski's Mission for Humanity* to the Central Library. This nationally touring exhibit created by the Polish History Museum in partnership with the Ministry of Foreign Affairs of the Republic of Poland, Jan Karski Educational Foundation, and the National Endowment for the Humanities, will be on display at the Central Library October 10 – December 5, 2014. To date, events surrounding the exhibit include an opening reception, a book talk on Jan Karski's recently republished memoir *Story of a Secret State*, and 2 documentaries on WWII Poland presented at the Central Library.

- The Human Resources Department participated in the October 29th National Disabilities Employee Awareness Month Diversity Career Fair sponsored by the Erie County Office for the Disabled and Innovative Placements. The Library

hosted the event with over 25 employers and accepted over 70 employment applications for the Library.

9. Planning for the Future

- The B&ECPL Board of Trustees Planning Committee Working Group: *Planning for Our Future* met October 15th. District 4 Erie County Legislator Kevin Hardwick, Erie County Deputy Director of Budget and Management Dr. Timothy Callan and Jr. Administrative Consultant to the County Executive Nelson Starr participated in the meeting. The Working Group is forming teams to actively communicate with County Legislators regarding funding and the future of B&ECPL's 37 libraries.

- Patron surveys encouraging lawmakers to vote in favor of the 2015 proposed Erie County Budget were made available to all libraries and available online at: http://www.buffalolib.org/content/let-your-voice-be-heard for patrons to sign. Through October 31st, the Library delivered 463 signed surveys to Erie County Legislators.

10. Director Activities

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
October 2014

DATE	MEETING / EVENT
October 1, 2014	Meeting - WNYLRC Sheryl Knab, and System Trustee Elaine Panty
October 1, 2014	Training - Adult Content Policy Review
October 1, 2014	Meeting - Milestones of Science
October 2, 2014	Meeting - Administrative Team
October 2, 2014	Conference Call - Regents Advisory Council
October 2, 2014	Meeting - Jeannine Doyle
October 3, 2014	Event - Bullying Stops Here Kick-Off
October 3, 2014	Meeting - System Trustee Frank Gist and Jeannine Doyle - Recruitment
October 8, 2014	Meeting - Managers/Directors
October 8, 2014	Meeting - Little Libraries Initiative John Gaff
October 8, 2014	Meeting - WNYLRC Annual Business

October 9, 2014	Interview - American Libraries Association Diantha Dow Schull - Re: *Archives Alive* Book
October 9, 2014	Meeting - Milestones of Science, Scott Wood
October 9, 2014	Meeting - B&ECPL Board of Trustees Executive Committee
October 10, 2014	Meeting - Milestones of Science Walk-through
October 10, 2014	Meeting - History Museum Melissa Brown, and Anne Conable
October 10, 2014	Meeting - Literacy New York Buffalo-Niagara Inc. Tara Vogel, and Joy Testa Cinquino
October 10, 2014	Meeting - Milestones of Science Board Presentation
October 13, 2014	Meeting - Baird Foundation Catherine Schweitzer
October 14, 2014	Conference Call - Public Libraries Directors Organization
October 14, 2014	Meeting - Milestones of Science Presentation run through OS
October 14, 2014	Conference Call - Public Library Systems with Division of Library Development
October 15, 2014	Meeting - WNYLRC Sheryl Knab - Legislative Breakfast Discussion
October 15, 2014	Meeting - 2015 County Executive's Proposed Budget - Dr. Timothy Callan
October 15, 2014	Meeting - Library Foundation of Buffalo & Erie County
October 15, 2014	Meeting - B&ECPL Board of Trustees Planning Committee Working Group: Planning for Our Future
October 16, 2014	Meeting - Administrative Team
October 16, 2014	Meeting - B&ECPL Board of Trustees
October 16, 2014	Event - Donald H. Cloudsley Art Reception
October 17, 2014	Meeting - Steve Cichon - Buffalo Stories, and Anne Conable
October 21, 2014	Event - Read for the Record
October 21, 2014	Meeting - WNYLRC Finance Committee
October 23, 2014	Meeting - Erie County Legislature Community Enrichment Committee
October 27, 2014	Meeting - Carol Batt, Dawn Peters, and Angela Pierpaoli - Re: 12NY E-Resources Licensing
October 27, 2014	Conference Call - Patrick Martin, Esq., Jaeckle Fleischmann & Mugel, LLP, and Jack Connors, Board Chair
October 28, 2014	Meeting - Project Flight, Drs. Geraldine Bard & Betty Cappella - Re: MLK Literacy Initiative
October 28, 2014	Meeting - Erie County Fiscal Stability Authority
October 28, 2014	Meeting - Susan Lee

October 30, 2014	Meeting - Administrative Team
October 30, 2014	Meeting - (Special) B&ECPL Board of Trustees Executive Committee

Other:

Contracting Member Library Activity Report

Cheektowaga Public Library – submitted by Christine S. Bazan, Director

Fall highlights of events and activities at the Julia Boyer Reinstein Library:

- LEGO Club for 6-12 year olds, 2 sessions once/month
- Tiny Tots, Toddler Times and Preschool Story Hours (programming for children 6 months – 5 years old), total of 6 sessions/week
- Family Movie Night 1 evening/month
- Family programs including Mr. J's Magic Pumpkin Patch and Nels Ross Cremean's InJest
- Four adult computer classes given by the TechKnow Team, including Word Basics, iPad Basics, Internet Basics, and eBooks
- Cheektowaga Libraries and Palz book clubs monthly meetings, 40 attended
- VNA flu shots scheduled for 2 sessions

The Julia Boyer Reinstein Library is a vibrant and integral part of this community, increasing in circulation and remaining the 2nd busiest suburban library in Erie County.

Fall highlights of events and activities at the Anna M. Reinstein Memorial Library:

- Special craft programs for children 3-5 and 5-11, 2 times/month, presented by Cheektowaga Y.E.S.
- LEGO Explorers' Club for 6-12 year olds, once/month
- VNA flu shots scheduled 1 Saturday
- Fall Story Hour for children ages 3-5, once/week
- Family programs including Mr. J's Magic Pumpkin Patch and Defiant Monkey's Improv Family Fun Night

The Anna M. Reinstein Memorial Library is a popular and busy community library that enjoys well-rounded use, from its collection and public access computers, to available meeting room space and its wide variety of program offerings.

B&ECPL Monthly Report
November 2014

2015 Budget News:

On Monday, November 24, 2014, Trustee Elaine Panty, Library Director **Mary Jean Jakubowski** and CFO **Kenneth Stone** presented an overview of the Library's 2015 budget request to the Erie County Legislature's Finance & Management/Budget Committee and answered legislators' questions. Also in attendance were Trustees Sheldon Berlow and Phyllis Horton, along with COO **Carol Batt**, Human Resources/Labor Relations Officer **Jeannine Doyle**, Development and Communications Officer **Joy Testa Cinquino**, Assistant Deputy Director – Public Services **Dawn Peters** and Workforce Development Officer **Doreen Woods**.

The budget presentation and accompanying charts and graphs may be viewed by clicking the links below:

2015 Budget Hearing Presentation Text (Click Here)
2015 BECPL Proposed Budget Funding and Performance Charts (Click Here)

Subsequent to the Budget Hearing, on December 2, 2014 the Erie County Legislature unanimously adopted a 2015 budget for Erie County. The Legislature amended County Executive Mark Poloncarz's proposed budget, reducing net expenditures by $2.1 million resulting in a small cut in the County Property Tax Rate. After the budget adoption, County Executive Poloncarz stated: "Today is the culmination of a process that started in late summer. I want to thank the Legislature and my Budget Office staff for the passage of an on-time, non-acrimonious Budget that in the end, includes a small tax decrease for the residents of our community." His full statement is available at: http://www2.erie.gov/exec/index.php?q=12214-poloncarz-statement-passage-2015-erie-county-budget.

The Legislature reduced the County Executive's 2015 proposed budget for the Library by $26,233. With this change, County funding will increase 1.9% from 2014's $22,588,324 to 23,013,857 in 2015. The reduction was made in the overall Library fringe benefits account - no positions were eliminated. Proposed service levels and open hours are not affected. The Library's overall operating budget, including State Aid and library revenue, would increase 1.8% from 2014's $26,254,549 to $26,718,710 in 2015.

The Library's 2015 Budget will be brought to the System Board of Trustees for consideration and adoption at their December 18, 2014 meeting.

$1 Million County Capital Funding for Central Library Rehabilitation:

While not part of the Library's Operating Budget, Erie County capital funds have been included in the County's Adopted 2015 Budget for improvements to the County owned Central Library building.

- $500,000 is included for Central Library Auditorium rehabilitation which will include, but not be limited to refurbishing/replacing seating; replacing carpeting; reconditioning/replacing and increasing the capacity of the HVAC system using more energy efficient technologies; replacing and upgrading lighting/electrical systems; updating technology; replacing failing flooring and plumbing; and related restoration items; and

- $500,000 is included for Central Library mechanical, electrical and plumbing improvements including upgrades to various systems (including ancillary components) that need renovation/replacement including but not limited to HVAC/humidification in the Mark Twain Room, control centers (pumps, fans), HVAC VFDs, chillers, steam blow down tank, asbestos abatement and other miscellaneous work as required.

The Library will solicit grant funding to supplement the County bonded capital funds, with a target of $100,000, which would bring the total project to $1.1 million.

Winter Storm Knife (a.k.a. Snowvember Storm):

The B&ECPL Central Library and Buffalo Branches, along with libraries located south of the City of Buffalo, closed November 18th – November 21st as a result of the *Winter Storm Knife*. Several libraries, including the Dudley Branch remained closed through November 23rd.

In the face of this record breaking snowstorm, many staff went above and beyond to ensure services in north town libraries ran without interruption; staff did a superb job in maintaining services. Thank you to everyone for pulling together during this unprecedented storm. Thank you to **Craig Schmidt**, Network Support, who remained onsite at the Central Library for 48 hours keeping B&ECPL technology services up and running and to **Stephen Hovey** and **Johnny Hsu**, Network Support, who responded remotely. B&ECPL Maintenance staff worked tirelessly to keep up with snowplowing. North Park Manager **Paul Guminski** and Niagara Branch Manager **Kathy Galvin**, along with her husband Tim, went to their respective branches to empty drop boxes during the emergency closing. Chief Operating Officer **Carol Batt** and Assistant Deputy Director **Joy Testa Cinquino** went to City Branches and put up closed signs during the emergency closings as well as checking drop boxes. Shipping Department staff worked both Friday, November 21st, and Saturday, November 22nd, to catch up on

moving materials between locations. Thank you to Business Office Manager **Tracy Palicki** for insuring payroll was completed in a timely fashion and for sorting checks so there was little delay in delivery. Thank you to Chief Financial Officer **Kenneth Stone** who delivered paychecks to various locations and thanks to Shipping staff for insuring checks got delivered to remaining libraries by Monday, November 24th.

Recruitment:

The Human Resources (HR) Office has developed a Recruitment Plan to further diversify staff at the Central Library and Buffalo Branches. Several positive steps have been taken over the past couple of months to attract diverse applicants in order to better meet the needs of the communities we serve. Continuous recruitment ads have been placed in the *Criterion, Challenger, Panoramo Hispano,* and *La Ultima Hora*. Outreach letters were sent to 10 Library Schools throughout the United States with the largest minority enrollment/graduation statistics. Responses have been received from 3 schools to date. Discussions continue about recruitment opportunities and the civil service process. Discussions also continue with the University at Buffalo's Library School. HR has updated its "Affirmative Action - Voluntary Self Identification Form" for purposes of recording statistical data regarding all applicants, who chose to volunteer such information; and HR has expanded and improved its electronic database system for recording statistics.

Other:

On November 6, 2014, the downtown Central Library found itself in the midst of a hostage situation located at a neighboring small business. The situation began shortly after 9:30 a.m. and concluded at approximately 2 p.m. The Central Library worked and cooperated with law enforcement operations including the Buffalo Police Department's S.W.A.T. team. The Library remained open during the event, with the north side of the building including portions of the Children's area and Information services cordoned off. The Grosvenor Room, the Joseph B. Rounds Conference Room, several administrative offices and a portion of the Processing Department were closed because of their proximity to the event. Staff and patrons understood the need to take such actions for safety purposes. We are grateful for the cooperation of those in the building.

Monthly Programming Statistics – November 2014

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	154	1868	2927	40460
3.3 Children (age 6-12)	116	1876	1974	35273
4.4 Teens	69	1243	246	6560
Intergenerational	53	829	1501	35726
5.3 Adults (excludes Technology)	208	2585	1437	24088
TOTAL In Library Programs	600	8401	8085	142107

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	10	133	26	639
System or Library-owned Cyber Train	15	289	95	2091
One on One	32	606	34	758
TOTAL Adult Technology	57	1028	155	3488

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	4	61	64	1372
Children (age 6-12)	3	67	93	3396
Teens	0	16	0	1001
Intergenerational	2	46	69	11760
Adults (excludes Technology)	6	112	78	4503
TOTAL Outreach (out of Library)	15	302	304	22032

Highlights:

- The Friends of the Riverside Library held a recognition ceremony on November 10th for 3 Friends Group members who have passed away. Their names were added to the Friends plaque: Vivian Dillon; Joan von der Empten; and Jeanne A. Pollard. B&ECPL System Trustee Elaine Panty reflected on the member's dedication and participation in Friends activities. Several family members added to the reflections. After the ceremony, a reception was held in the meeting room. There were 83 people in attendance.

- November 24th – Rare Book and Map Librarian **Charles Alaimo** researched and digitized an image from the *True History of Deacon Giles Distillery* by George B. Cheever, 1844. The image will appear in an upcoming *Western New York Heritage* magazine article on the early temperance movement as written by Jacqueline Trace.

- November 24th - Using a Pan-American Exposition resource: *Pan American Exposition Catalogue of the exhibition of Fine Arts*, Buffalo 1901 from the B&ECPL's Buffalo Collection, Grosvenor Librarian **Sue Cutrona** helped the Director of Ben Uri Gallery & Museum in London, England identify a painting titled "The Red Veil" by Julius LeBlanc Stewart.

2. Collection Development

Collection Development – November 2014

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	146,031	479	4,589
3.1 Juvenile Fiction	365,943	2,911	33,839
4.1 Young Adult Fiction	69,394	632	7,960
5.1 Adult non-Fiction	1,355,154	2,861	23,158
6.1 Adult Fiction	528,908	2,476	40,649

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	65,978	537	9,880
4.2 Young Adult audiobooks only	2,450	10	173
6.2 Adult	406,291	4,048	54,155

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*33,576	230	30,895	-3.7%
Music (Freegal)	Unlimited SONY Library		6,128	+22.6%
e-Audiobooks	7,387	85	8,140	-4.3%
e-Videos	370+ Moving Image Archive Library**	0	145	-25.6%

*e-Book collection size includes 4,619 EBL titles
**Access to Moving Image Archive (http://bit.ly/1eMd454) via mobile website, beginning Nov. 2013

Highlights:

- Collection Development staff responded to 433 patron purchase suggestions and 53 staff suggestions in November.

- Circulation of eBooks continues to be strong. A total of 30,895 eBooks circulated to patrons this month. This compares to 26,113 in November of 2013. In November, 230 eBooks were added to the collection.

- Freegal Music continues to be a popular service. In November, 683 patrons downloaded a total of 6,128 titles.

- More than 800 unique visitors from 11 countries viewed the Library's Subject Guides (http://bit.ly/1BgHwzj) in November.

- To complement the *You Are Here!* map exhibit, Grosvenor Room Librarian **Carol Pijacki** installed the complementary exhibit: *Port of Buffalo: Songs of the Waterways*. Highlighted are chanties, popular music, and music of historic importance for sailors, travelers, and canallers of the Great Lakes and the Erie Canal.

3. Technology

Technology – November 2014

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	5,443	+ 69	1.3%	15.7%
Twitter Followers	6,740	+ 218	3.3%	36.6%
Flickr Views	267,057	+ 11,401	4.5%	124.7%
Pinterest Followers	958	+ 16	1.7%	23.5%

While most libraries were physically closed during November's unparalleled lake effect event, the Library's website, databases and social networking sites continued to offer a virtual access to Library resources. Frequent updates regarding library closures, accessibility and openings were posted throughout *Winter Storm Knife*.

Facebook: (Central's Facebook page) http://on.fb.me/ZseqZ8.

Twitter: @buffalolibrary http://bit.ly/10bPpyO.

Flickr: http://bit.ly/xDPsx4 .

Pinterest: http://pinterest.com/buffalolibrary/.

Instagram: The Library launched an Instagram (photo sharing) account in November. We can be found at username "buffalolibrary" or at http://bit.ly/11St7uG for behind-the-scenes action shots, event photos and much more.

Highlights:

- Currently 34 libraries are fully up and running using Radio Frequency Identification (RFID) technologies, while 35 are live with Circulation. Collection conversion continues at the Angola Public Library.

- The Library's Subject Guides migrated from a commercial system to Drupal, the free open source content management platform that drives the Library's website. Subject Guides Committee Co-chair **Angela Pierpaoli** spearheaded the effort with assistance from Webmaster **Terri Dickson**. This change offers more direct control over committee-generated content and creates opportunities for additional enhancements. The new site can be viewed here: http://www.buffalolib.org/content/subject-guides/all.

- Technology Support Librarian **Angela Pierpaoli** visited the Lockport Public Library on November 13th for a demonstration of MobileCirc, a mobile application developed by SirsiDynix that enables basic circulation, borrower registration, and collection maintenance functions. The Library is exploring various mobile applications that are compatible with our integrated library system.

4. Funding/Fundraising

Request for Proposal (RFP) Updates:

- Drafts of both the "Request for Proposal for a Next-Generation Integrated Library System (ILS) and Related Services" and Request for Bid for the Bookmobile were under final review by the Library's Procurement Office, CFO **Ken Stone**. The ILS RFP was sent to Erie County Purchasing on November 28, 2014 for final review and it is hoped that both projects will be published in December.

- November 5th – Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** hosted and facilitated an RFP Pre-submittal conference for the conservation of the *Audubon Birds*. Representatives from 3 well-known and well-respected conservation institutions spent the day reviewing, page by page, all volumes of the set.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Year-to-date Annual Appeals including Bucks for Books ($47,139), foundation and corporate gifts.	January 1, 2014 - YTD	$223,361.00
Borrower Services Donation Box	November 1-30, 2014	$18.00
Crane Book Sale	November 14	$461.50
Crane Donation Box	November 14	$53.00
Dudley Book Sale	(Open-ended until construction begins) November 10	$125.25
Dudley Donation Box	November 10	$154.10
East Delavan Book Sale		$84.00
Niagara Book Sale	November 25	$109.00
Niagara Donation Box	November 25	$126.00
North Park Book Sale		$119.35
North Park Donation Box		$36.00
Riverside Book Sale	November 25	$121.00
Riverside Donation Box	November 25	$44.50

Highlights:

- As a result of the *Winter Storm Knife*, the Best Sellers fundraiser has been rescheduled for Friday, January 16, 2015 @ Hotel Lafayette. Tickets can be used for the new date and tickets remain on sale for those who have not yet purchased [tickets].

- Milestones of Science sponsorship – grant requests were submitted in November to the Margaret L. Wendt Foundation and the Western New York Foundation; both are pending. **Joy Testa Cinquino** and **Maureen Germaine** discussed Milestones in a meeting with Independent Health (thanks to System Trustee Teresa Glanowski).

- **Mary Jean Jakubowski** and **Joy Testa Cinquino** met with Paul Hogan from the John R. Oishei Foundation. He said the Milestone of Science exhibit is very exciting and felt we would reach our campaign goals.

- One hundred thousand (100,000) letters were mailed to perspective donors for the Library's Year-end Appeal. Development Committee Chair and System Trustee Wayne Wisbaum wrote personal notes to last year's high-end donors.

5. Facilities

- Work on the Dudley Library continues as weather permits. Roof replacement is anticipated to be complete within a few weeks (working around the weather). Masonry rehabilitation, HVAC replacement, and installation of additional windows will also move forward.

- Improvements at the Crane Library, funded by a grant from the East Hill Foundation, are also moving forward with much of the work anticipated to be completed by January 2015. Work includes renovation of the entry vestibule and display cabinet as well as new exterior bench seating in front of the library.

6. Staff Development

Staff Development - November 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	265	1624	2	25

Highlights:

- Assistant Deputy Director **Doreen Woods** was part of the panel presentation of "And I STILL Don't Want to Talk about It!" at the annual New York Library Association conference in Saratoga Springs on November 8th.

- Human Resources/Labor Relations Officer **Jeannine Doyle** attended the November 15, 2014 ACT meeting to share and discuss the draft Employee Handbook and Personnel Policies and Procedures Manual. Mrs. Doyle discussed the benefits of having a single standard set of personnel policies for employees throughout the System.

- Staff participated in various training programs in November including: *Let's Talk about Banned Books: Acquiring, Displaying, and Dealing with Challenges;* 2 webinars sponsored by School Library Journal, *The Hopeful Workplace* and *Coping with Change*; *Rochester Mini Maker Faire*; US Government Printing Office webinar entitled *How to Find Standards*; Digital Public Library of America, *DPLA Introduction and Update*; and **Jennifer Childs**, Chair of the Western New York

Library Resources Council (WNYLRC) Preservation Committee, attended the WNYLRC Chairs' Winter 2014 meeting.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Crane: Kids Out and About Newsletter	Preschool Storytime Inventions out of Junk	November 13 November 20
Crane: Elmwood Village Association Newsletter and Calendar	Socrates Café Crane Book Club Preschool Storytime Online Shopping	November 10
Dudley: American Library Association's International Games Day homepage: http://igd.ala.org/library-press-kit/#map	Map/List of libraries participating in this year's event	November 2014
Merriweather (MRW): Buffalo Criterion, p.3	Conference to Address Jobs, Job Training Issues	November 1 - 7
MRW: Buffalo Criterion, p.9	Scott Joplin Screening Nov. 1	November 1 - 7
Niagara: WNY Family Magazine	Devi Bollywood Dance	November 2014 issue
North Park: WNY Family Magazine Online	2 Events: Multicultural Masks It's a Mystery	November 2014
Riverside Review	Computer Classes; Family Story Time; 'It's A Mystery!' program; Graham Cracker Houses; November Library Schedule	November 5; November 12; November 26

8. Partnerships

Highlights:

- The Library is about to embark on a partnership with Social Services and the Mobile Safety-Net Team to provide access to resources and benefit applications. The Anna Reinstein Memorial Library has been identified as a high demand area where the community would benefit from assistance in signing up for various benefits, including HEAP. Library IT Administrator **Stephen Hovey** is facilitating the repurposing of library laptops that will be dedicated to the program as well as ensuring adequate wireless access in the community room

where the pilot program will take place. Volunteers from the Mobile Safety-Net Team will provide one-on-one help. It is anticipated the program will launch in December.

9. Planning for the Future

- B&ECPL Board of Trustees Planning Committee Working Group: Planning for Our Future members have been asked to speak with their County Legislator during the 2015 budget process. The next meeting of the Working Group will be held in January, 2015.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
November 2014

DATE	MEETING / EVENT
November 5, 2014	Meeting - Whitney Walker, Mobile Safety-Net Team
November 7, 2014	Meeting - Association of Contracting Library Trustees (ACT) Board
November 10, 2014	Conference Call - Paul Notaro, ACT President
November 12, 2014	Meeting - Managers/Directors
November 12, 2014	Meeting - Paul Hogan, Oishei Foundation
November 12, 2014	Meeting - Board of Trustees - Development & Advocacy Committee
November 13, 2014	Meeting - Erie County Legislature - Community Enrichment Committee
November 13, 2014	Meeting - Board of Trustees - Policy Committee
November 13, 2014	Meeting - Board of Trustees - Executive Committee
November 14, 2014	Meeting - County Executive, Mark Poloncarz
November 17, 2014	Meeting - Joy Testa Cinquino, Re: Buffalo Billion Grant
November 17, 2014	Meeting - Joy Testa Cinquino and Jeannine Doyle
November 18-21, 2014	Library Closed due to November *Winter Storm Knife* (a.k.a. *Snowvember Storm*)
November 24, 2014	Library Budget Hearing - Erie County Legislature - Finance and Management Committee
November 24, 2014	Public Budget Hearing - Erie County Legislature
November 26, 2014	Meeting - Administrative Team

Contracting Member Library Activity Reports

North Collins Public Library – submitted by Kim Nobles, Director

Highlights of events and activities at the North Collins Public Library:

November 2014

- November 12th we held the "It's a Mystery" program put on by the Central Library Children's Programming Team.
- November 19th we held our monthly meeting of the book club. They discussed Mitch Albom's *The Time Keeper*. The book club is led by **Chris Hidy** and regularly has 5-10 members in attendance.
- We held our weekly toddler story hour on Fridays in November. **Alice Yoder** leads the story hour and also includes a fun craft for the kids to make and take home.
- On Sundays, we have Sunday Café in our meeting room. Patrons sign up to bring a baked treat or donate money for items to be purchased. We have the TV turned on, the Sunday paper on the table, and patrons can come and go as they please.

December 2014

- December 7th Explore & More Museum will come; 2 sessions of graham cracker house construction will be offered. A local patron also plays Santa for the day. This is one of our best attended programs; we often have a waiting list despite having a 40 spot sign up.
- December 8th we will offer an Online Shopping class through the Cyber Train.
- Book club will take place on December 17th. The group will be discussing *The Fault in Our Stars* by John Green.
- December 29th we are having Gravitational Bull do a holiday-themed program at 6:30 p.m.
- Both the Sunday Café and Friday story hour continue throughout the month.

January 2015

- We will be having a book sale the first week of January in our meeting room.
- January 20th we will be hosting a *Frozen* party at 6 p.m. Kids are invited to dress up as their favorite character and we will supply frozen inspired treats and crafts.
- Book club will take place on January 21st. The book is yet to be determined.
- Sunday Café and Friday story hour will continue throughout the month.

<u>Town of Tonawanda Public Library</u> – submitted by Dorinda Darden, Director

Highlights of events and activities at the Town of Tonawanda Public Library:

- Sue Barnes, President of Grantmakers Advantage, Inc., submitted the *2014-2015 New York State Library Construction Grant Applications* for the Town of Tonawanda Public Library - Kenilworth and Kenmore Branches to Buffalo & Erie County Public Library Chief Financial Officer **Kenneth Stone** on October 3, 2014. The *Grant Application* for the Kenilworth Branch includes replacing energy inefficient windows in the Community Room, including asbestos abatement, and installing an automatic door opener in the front entrance for ADA compliance. The Grant request is $17,235. The *Grant Application* for the Kenmore Branch includes refurbishing the library's elevator and connecting it to the library's alarm system. The Grant request is $50,291.
- Town of Tonawanda Public Library Board of Trustees, the Kenmore-Town of Tonawanda Friends of the Library and the Town of Tonawanda Youth, Parks and Recreation Department have committed to improving the Community Room and Lobby at the Kenmore Branch Library with the assistance of Town of Tonawanda Public Library Director **Dorinda Darden** and staff. Improvements will include new energy efficient lighting in the Community Room and Lobby, carpeting in the Community Room, new paint for the walls in the Community Room, reupholstering the panels in the Lobby and new ceiling tiles for both the Community Room and Lobby. The $12,344 funds raised from the Kenmore-Town of Tonawanda Friends of the Library's Annual Book Sale held September 11, 2014 – September 13, 2014 at the Lincoln Arena will help cover the cost of new carpeting and other aesthetics. The Town of Tonawanda Youth, Parks and Recreation Department will provide the paint and labor for the walls as well as installing new ceiling tiles. Work is scheduled to begin in December 2014.
- The Town of Tonawanda Public Library Board of Trustees at its November 18, 2014 Board meeting approved the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches participation in the *National Grid Energy Savings Incentive Program* to replace the lighting in all areas of the Kenmore Branch, excluding the public area on the 2nd floor which was upgraded with LED lighting by Frey Electric Construction Company on July 25, 2013, and will upgrade all the lighting at the Kenilworth Branch with LED lighting. This program provides up to 70% of the purchasing and installation of energy efficient lighting and equipment with the remaining cost being added to the electric bill that can be paid off in a lump sum or monthly. As part of the Buffalo & Erie County Public Library System, the electric bill is paid directly from the System's utility budget. As a result, approval is needed from the Buffalo & Erie County Public Library System Board of Trustees. Buffalo & Erie County Public Library Chief Financial Officer **Kenneth Stone** included a resolution - *Authorize*

Participation in National Grid Energy Savings Incentive Program in the proposed agenda for the System Board meeting scheduled for November 20, 2014. However due to the snowstorm, the meeting was cancelled. This item has been placed on the proposed agenda for the December 2, 2014 Buffalo & Erie County Public Library Board of Trustees Special Meeting of the Executive Committee.

- Work will began on or before December 11, 2014 on the *2013-2014 New York State Library Construction Grant* awarded to the Town of Tonawanda Public Library – Kenilworth Branch for heating, ventilation and air conditioning (HVAC) improvements and reroofing, and at the Town of Tonawanda Public Library - Kenmore Branch for HVAC improvements.
- We look forward to all the improvements that will continue to provide a welcoming and inviting atmosphere at the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches.

Agenda Item F.1 – MakerSpace Demonstration. Director Jakubowski was excited to announce the Library's new MakerSpace will soon be open at the Central Library in the old Magazine Room right outside Fables Cafe and it will be called the *B&ECPL Launch Pad*. Library staff members Dan Caufield, Kara Stock and Jordan Smith did a presentation and demonstration for trustees discussing the new virtual and physical MakerSpace technology which includes creating videos; editing audio; creating 3D models (taking those models from the virtual world and printing them with 3D printers creating them in the physical world); Textiles Tuesdays where you can learn how to knit, crochet, and do things with textiles; a permanent technology petting zoo geared for individuals who do not have an eDevice yet and who are trying to decide what to purchase (the Tech Zoo will be a no sales pitch, no pressure environment where different devices will be on hand to test); augmented reality books which are interactive with the various eDevices; demonstration of the MakerBot mini 3D printer; Google glasses (which are on the cutting edge of wearable technologies); and viewing of the Audio Egg Chair which is a listening station with the potential of being an audio editing station, and more. The Library has applied for a grant in an effort to obtain 4 additional 3D printers. It was noted the Team is working to develop programming for educational purposes. The *Launch Pad* is a great opportunity for partnerships and collaboration and is a fantastic chance to introduce new technologies into the community. Trustees were invited to stay after the meeting to view the equipment up close and ask questions. A MakerSpace demonstration will take place at the March ACT Workshop.

In addition, Director Jakubowski commented Jordan Smith is creating mini films on each one of the libraries which is a great marketing tool.

Trustee Thomas exited the meeting during the MakerSpace presentation and Trustee Ricks arrived during the presentation at approximately 5:03 p.m.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met December 10, 2014 for their last meeting of the calendar year. They developed an RFP for the Milestones of Science design build, particularly for the exhibit cases, and bids are due December 19, 2014. They hope to review the bids immediately and make the award in mid-January with the thought the selected firm will start work in February. Additionally, Foundation trustees continue to figure out strategies for fundraising and the re-launch of the Grosvenor Society.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Suzanne Jacobs reported ACT met November 15, 2014 where Jeannine Doyle presented on the draft Employee Handbook and Personnel Policies and Procedures Manual; they were very impressed with her work. CFO Ken Stone will be at the January 24, 2015 ACT meeting at the Aurora Town Library discussing the contract library trustee's role and responsibility in the development and monitoring of their own annual budgets. System Board members were invited to attend this meeting as well. On March 21, 2015 the ACT annual workshop will take place at the Central Library; plans are being worked on for a hands-on workshop of the technologies from the MakerSpace introduced earlier in the meeting.

Agenda Item I – Public Comment. There was no public comment.

Agenda Item J – Unfinished Business. There was no unfinished business.

Agenda K – New Business.

Agenda Item K.1 – B&ECPL Marketing Plan 2015/2016. In accordance with B&ECPL's Organizational Competency Initiative 6.1, Assistant Deputy Director Joy Testa Cinquino has been working on the development of the B&ECPL Marketing plan 2015/2016. She noted this is a fresh opportunity to increase visibility for the Library System and create interest in using the Library and library services. The plan provides a consistent means of ongoing communication between the Library, our staff, and the public. The plan is intended to strengthen the Library's image, increase library use by Erie County residents, and derive strategies to help effectively bring attention to our libraries, the services we offer and demonstrate our value to the community, our stakeholders, our financial supporters and to the public. On motion by Trustee Kelly, seconded by Trustee Johnson, Resolution 2014-45 was approved unanimously as presented.

RESOLUTION 2014-45

WHEREAS, the Marketing Plan 2015/2016 for the Buffalo & Erie County Public Library will promote its services and resources, and

WHEREAS, the strategies in the Marketing Plan will effectively bring attention to libraries and the services offered and will demonstrate value to the community, stakeholders, financial supporters and the public, and

WHEREAS, the Marketing Plan is intended to strengthen the Library's image, increase library use by Erie County residents, drive traffic to the website, and place the library ahead of its competition in an effort to demonstrate return on investment, and

WHEREAS, the Marketing Plan provides the framework developed to execute strategies, that will communicate our mission and demonstrate the vital role libraries play in the community, including those for the upcoming major Rare Books exhibition "Milestones of Science," and

WHEREAS, there is currently no formal system-wide Marketing Plan for the Library for 2015 and 2016, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the Buffalo & Erie County Public Library Marketing Plan 2015/2016.

Trustee Berens Bucki ended her Skype session at approximately 5:29 p.m., exiting from the meeting.

Chair Connors entertained a motion to enter into Executive Session at 5:29 p.m. to discuss a tentative proposed labor agreement with the CMU Union. This was moved by Trustee Johnson, seconded by Trustee Panty and approved unanimously. Director Jakubowski and Assistant Deputy Director Jeannine Doyle were asked to remain for Executive Session.

At 5:46 p.m., upon motion by Trustee Panty and a second by Trustee Horton, the Board reconvened in public session to act on proposed Resolution 2014-46 which was provided during Executive Session.

Agenda Item K.2 – The Clerical & Maintenance Union of the B&ECPL – Contracting Libraries, NYSUT/AFT (CMU) Contract Approval. Chair Connors entertained a motion. Trustee Johnson moved for approval, Trustee Horton seconded. Approval of Resolution 2014-46 was unanimous.

RESOLUTION 2014-46

WHEREAS, full-time and regular-part time clerical and maintenance employees employed by the Contracting Libraries petitioned the New York State Public Employment Relations Board (hereinafter "PERB") for recognition as a bargaining unit in 2010, and

WHEREAS, said petition was granted and PERB further ordered that the wages and benefits of the members be frozen until a collective bargaining agreement was reached, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was granted the authority by the respective Contracting Library Boards of Trustees to negotiate fair settlement of a collective bargaining agreement with the Clerical and Maintenance Union of the Buffalo & Erie County Public Library - Contracting Libraries, NYSUT/AFT (hereinafter the "CMU"), and

WHEREAS, prior to formation of said unit, the members enjoyed the benefits of the Employees Benefit Package-Contracting Library Blue and White for Full-time, Regular Part-time and Part-time employees, and

WHEREAS, the maintenance (blue collar) employees are currently operating under a pay scale from 2010 and the clerical (white collar) employees are currently operating under a pay scale from 2006, and

WHEREAS, the Board of Trustees and Library Administration have consistently expressed a need to achieve sustainability in the future while ensuring the level of service which our patrons demand and recognizing the hard work and dedication of our employees who provide such service, and

WHEREAS, the proposed Agreement includes salary increases for employees effective January 1, 2015, January 1, 2016, January 1, 2017, and January 1, 2018; and a modest lump sum payment for current employees upon ratification and in January 2017, if still employed; and

WHEREAS, the obligated costs of fringe benefits have increased 33.5% since 2009, and

WHEREAS, the proposed Agreement provides for health insurance contributions by employees the first of the month following ratification; provides reduced liability for retiree health insurance for the B&ECPL in the future; provides for a reduction in paid time off; and

WHEREAS, the Board of Trustees have been briefed on the Agreement, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library endorses the proposed Agreement under the terms and conditions discussed and authorizes the Library Director and/or her designee to execute the proposed Agreement following ratification by the CMU, with certain terms being effective January 1, 2015, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director and/or her designee to utilize unassigned fund balance for the purpose of fulfilling the conditions of the proposed Agreement.

Continuing with Unfinished Business, Trustee Housh communicated at the December 11, 2014 Executive Committee meeting, discussion ensued regarding a collaboration between contract libraries and the System Board whereby Mr. Housh suggested consideration of implementing a trustee liaison plan where each System Trustee would have one or more liaison libraries assigned to them. Responsibilities could be attached to that liaison such as attending a meeting each year, making contact with them, etc. This would be at the Board to Board level. Chair Connors expressed he thought this was a great idea and charged the Development and Advocacy Committee to formalize a plan. This can then be shared with ACT. Further discussion ensued.

There being no further business, on motion by Trustee Panty and a second by Trustee Burd, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary